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ADVANCED EMAIL

Objectives:

- Practice using an existing email account
- Create special mail folders; move mail among folders
- Set up an online address book
- Create an autosignature
- Edit Account Information and Mail Preferences settings
- Copy & paste text or graphic into an email message
- Attach a file to an email (optional – time permitting)

The screenshot shows the Yahoo! Mail web interface. At the top left is the 'YAHOO!' logo. To its right is a navigation bar with links: 'Yahoo! - My Yahoo! - Help' and a 'powered by hp' logo. Below this is a user profile section showing 'sneakers100302@yahoo.com' with a '[Sign Out]' link. A secondary navigation bar contains 'Mail Upgrades - Search Mail - Mail Options'. The main interface has a left sidebar with a 'Folders' list: 'Inbox (1)', 'Draft', 'Sent', and 'Trash [Empty]'. Above this list is a 'Folders [Add]' link. The top of the main area has tabs for 'Mail', 'Addresses', 'Calendar', and 'Notepad'. Below these are 'Check Mail' and 'Compose' buttons. Three yellow callout boxes provide instructions: 1. A box pointing to the 'Addresses' tab says: 'Use "Addresses" link to add email addresses to your online address book.' 2. A box pointing to the 'Folders' list and the '[Add]' link says: 'Use the "Folders" link to see a list of folders and the number of messages in each one. Use the "Add" link to add a "personal folder" to organize your messages. Click on a folder name in this list to open the folder.' 3. A box pointing to the 'Mail Options' link says: 'Use the "Mail Options" link to create a signature and to edit your Account Information and your General Preferences settings.'

Using Folders:

Add special folders to organize your email.

Yahoo! - My Yahoo! - Help
sneakers100302@yahoo.com [Sign Out]
Mail Upgrades - Search Mail - Mail Options

Check Mail

Add Folder:

Name
Mail from Tiger

Add Folder

Your Mailbox Quota:
You are using 1% of your 4.0 MB limit.

Folders

Name	Messages	Unread	Size
Inbox Incoming messages are sent to this folder.	6	5	8k
Draft Unsent messages are saved in this folder.	0	0	0k
Sent [Options] Sent messages are saved in this folder.	3	3	7k
Trash [Empty] Periodically, your trash is emptied automatically.	3	1	6k
vacation planning [Rename - Delete]	0	0	0k
Total	12	9	22k

Folder list, including a new folder I just created.

To remove a folder, click the Delete link.

Move messages from one folder to another. Start with the folder containing the message you want to move:

Yahoo! - My Yahoo! - Help
sneakers100302@yahoo.com [Sign Out]
Mail Upgrades - Search Mail - Mail Options

Check Mail

Address Book

Messages 1-3 of 3 | First | Previous | Next | Last

Folders [Add]
Inbox (2)
Draft
Sent
Trash [Empty]
My Folders [Hide]
vacation planning

Free Credit Report
Free \$5

vacation planning

Sender	Subject	Date	Size
<input checked="" type="checkbox"/> ducky	Vacation lodging in Hawaii	Tue 10/08	1k
<input type="checkbox"/> Sneakers BlackCat	Re: email class	Thu 10/03	2k
<input type="checkbox"/> Yahoo!	Welcome to Yahoo! Mail	Thu 10/03	511b

Check All - Clear All

Delete Mark as Unread OK

vacation planning OK

vacation planning OK

To move a message from Inbox to another folder: click the checkbox next to the message in your Inbox list.

Then select the destination folder from the dropdown folder window, and click on OK.

Using the Online Address Book

Click the “Addresses” tab above the “Check Mail” and “Compose” buttons:

YAHOO! Address Book 

[Yahoo!](#) - [My Yahoo!](#) - [Help](#)

Remember to Save Contact Changes that you make!

Mail | **Addresses** | Calendar | Notepad | Welcome sneakers [Sign Out]

Add Contact

Save Contact | Save and Add Another | Cancel | Delete Contact

Primary Information

Name:
First Middle Last

Email:

Yahoo! ID:

Nickname:
Use Nicknames in Yahoo! Mail as shortcuts to your contact's full email address. [Learn More](#)

Category:

Phone Numbers

Personal:
Home Pager Mobile

Work:
Work Fax

Misc:
Y! Mailbox Other

Primary Location: ☒ Home ☐ Work

Work Information

Company:
Name Title/Position

Company Address:
Street

City State Zip/Postal Country

Company Website:

Personal Information

Home Address:
Street

City State Zip/Postal Country

Personal Website:

Alt. Emails:

Important Dates: / / / /
Birthday (mm/dd/yyyy) Anniversary (mm/dd/yyyy)

Custom 1: Custom 2:

Custom 3: Custom 4:

Comments:

Save Contact | Save and Add Another | Cancel | Delete Contact

Using Mail Options

Click the Mail Options link located below the “Sign Out” link:

The screenshot shows the Yahoo Mail interface. At the top right, the user's email address **sneakers100302@yahoo.com** is displayed with a **[Sign Out]** link. Below this, a navigation bar includes links for **Upgrades**, **Search Mail**, and **Mail Options**. The **Mail Options** page is divided into three main sections: **Personalization**, **Management**, and **Premium Services**. The **Personalization** section includes links for **General Preferences** (Customize your Inbox view, Change your outgoing name and address), **Signature** (Attach a custom signature to your outgoing messages), **Vacation Response** (Send a custom, automatic message response when you are away), and **Subscriptions**. The **Management** section includes links for **Block Addresses** (Block addresses from which you don't want to receive mail), **Filters** (Sort your incoming mail automatically into designated folders or to your mobile device. Filter out unsolicited email), and **Check Other (POP) Email** (Retrieve mail from all your other accounts into your Yahoo! Mailbox). The **Premium Services** section includes links for **POP Access and Forwarding** (Use Yahoo! as your permanent email address. Forward to another mail account, or download your Yahoo! messages to your POP3 mail client for only **\$29.99/year**), **Mailbox Extra Storage** (Get a bigger mailbox, starting at just **\$9.99/year**), and **Yahoo! Mail Personal Address** (Get your Yahoo! mail sent to yourname@yourwebaddress.com for only **\$35/year**). A yellow callout box with an arrow pointing to the **Mail Options** link in the navigation bar contains the text: "The Mail Options page provides links to a variety of options: changing your Account Information, General Preferences, Signature, and more...". Another arrow points from the **Account Information** link in the left sidebar to the **General Preferences** link in the **Personalization** section.

Account Information:

Click the Account Information Link to get to the screen below; you will be asked to enter your password before this screen appears:

Review My Account Information

Review the member information listed below, click the **Edit** button above each item to change the information. Be sure to click **Finished** when you're done.

Finished

Yahoo ID Card

Name: Mr Sneakers BlackCat
Yahoo! ID: **sneakers100302**
Yahoo! Mail Address: **sneakers100302@yahoo.com**
Password: [Change Password](#)

Member Information

Gender: Male
Birthdate: On file
Industry: Advertising/Marketing/PR
Occupation: Artist

Yahoo! Mail Address: sneakers100302@yahoo.com
Alternate Email 1: [Edit your marketing preferences.](#)

Public Information

Public profiles:

Click to change this information. Remember! Always click on "Finished" to save the changes you make!

Options:

General Preferences:

Click the “General Preferences” link from the “Mail Options” page. You will see the following screen:

Options:

- Colors
- Mail
- Address Book
- Calendar
- Notepad
- Account Information

General Preferences

Save Cancel

Make desired changes to the listed features, then click the "Save" button.

Name and Email

From name: Sneakers BlackCat
This name will appear on the From line of outgoing mail.

Reply to:
(if different from your Yahoo! address, e.g., name@company.com)

Inbox/Folders

Message Ordering: ☒ Descending by date (new messages appear at top)
☐ Ascending by date (new messages appear at bottom)

Message Actions

Moving/Deleting Messages: ☐ Go to the next message afterwards.
☒ Go back to the original folder afterwards.

Forwarding Messages: ☐ Forward as inline text.
Original messages will be copied directly into the body of your outgoing messages.
☒ Forward as an attachment.
Original message will be attached to your outgoing messages as separate files.

Replying: ☐ Don't include original message when replying.
☒ Include up to 200 lines of the original message when replying.
☐ Include full original message when replying.

Save Cancel

Remember to Save your changes!

Create An Automatic Closing and Signature:

Click on the “Signature” link at the “Mail Options” page:

Options:

- Colors
- Mail
- Address Book
- Calendar
- Notepad
- Account Information

Signature

Save Cancel

Enter up to seven lines of text that you can attach to the bottom of all outgoing messages.

Editor: Plain | Color and Graphics

Paragraph Font Size View HTML Source

Very Truly Yours, Sneakers

Click inside this text box and type the closing and signature you want added to your outgoing messages. You can add some fun formatting by highlighting the text to be formatted (click drag), then click on the toolbar buttons for the formatting you want to apply.

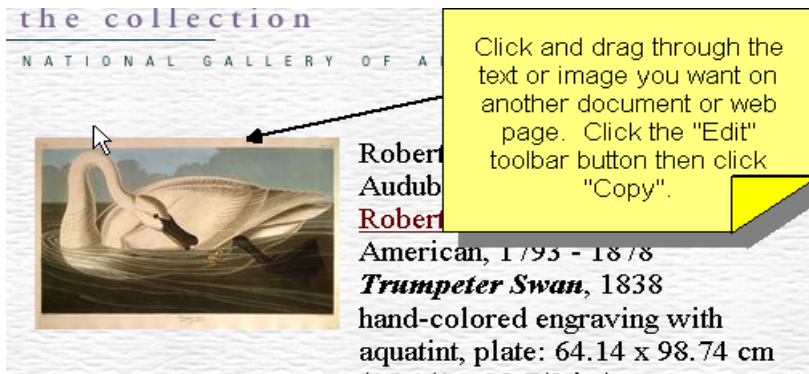
☒ Add signature to all outgoing messages

Save Cancel

Remember! Click "Save" to save your signature and apply it to your messages.

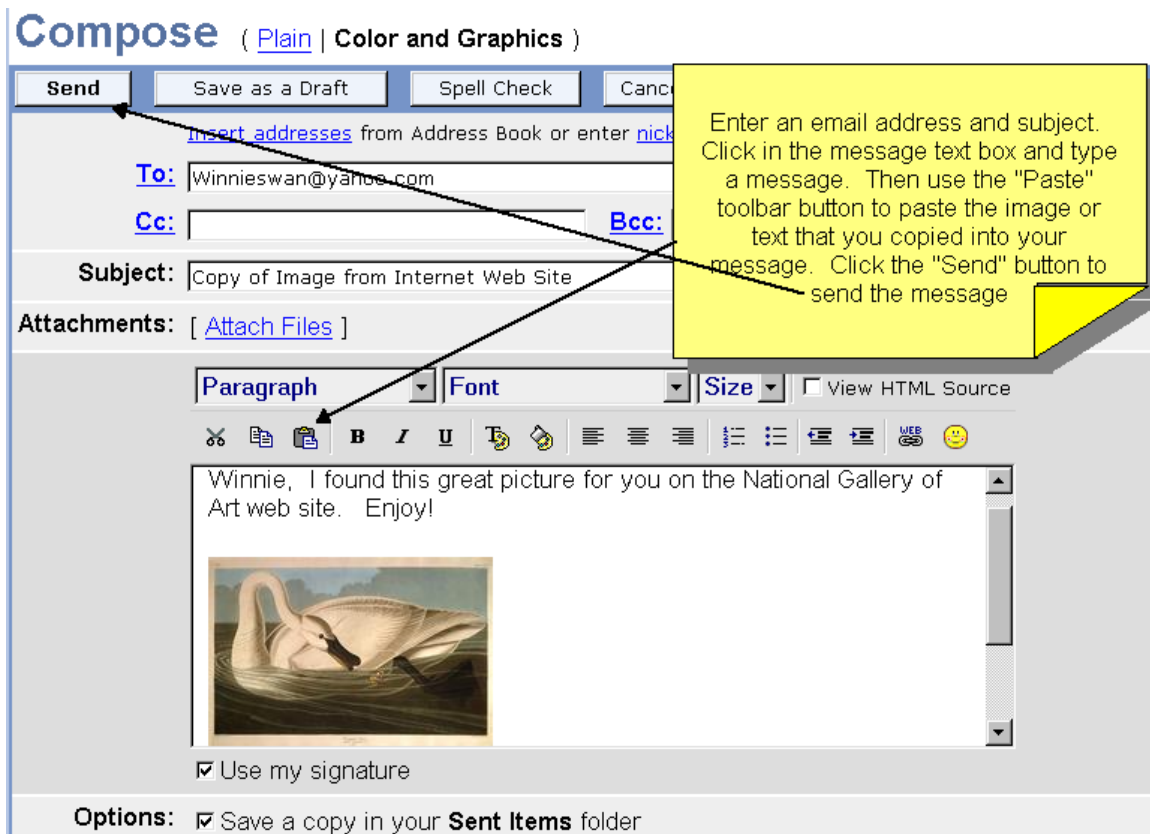
Copy & Paste Text or an Image Into an Email Message:

Start in the document or web page you to copy from:



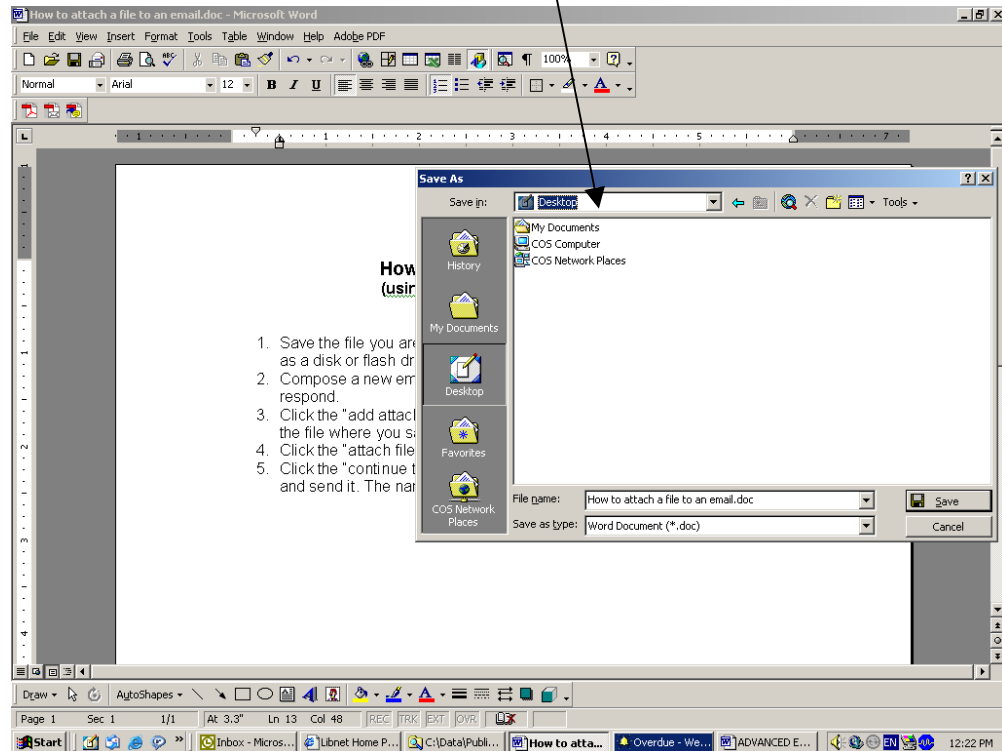
Open a new Internet Explorer session and sign into your email account.

Click the Compose button to set up a composing form where you will enter an email address and subject for your message.

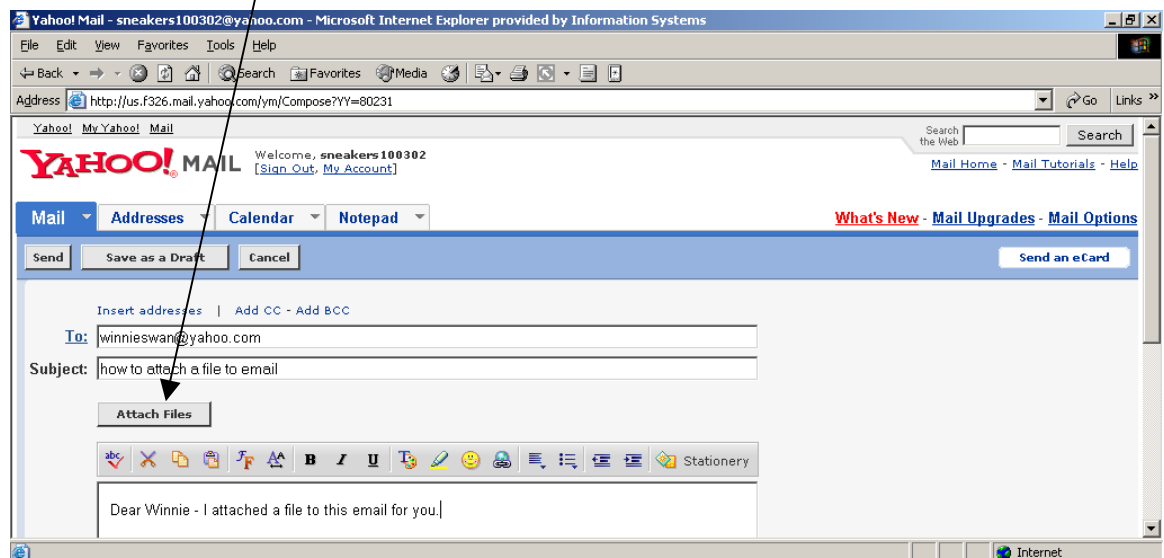


Attach A File To An Email:

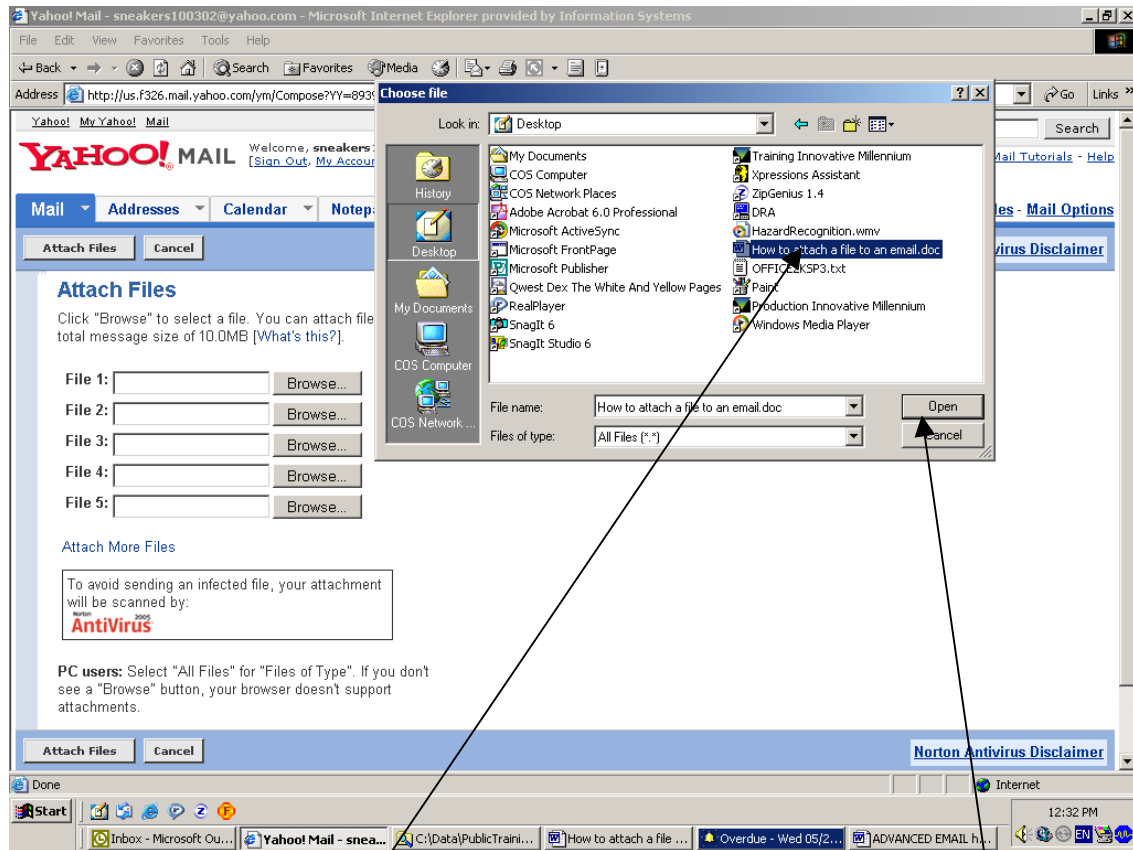
1. Save the file you are planning to attach, either to a removable media such as a disk or flash drive, or to the desktop.



2. Compose a new email or click the “Reply” button in the email to which you wish to respond.
3. Click the “Attach Files” button.

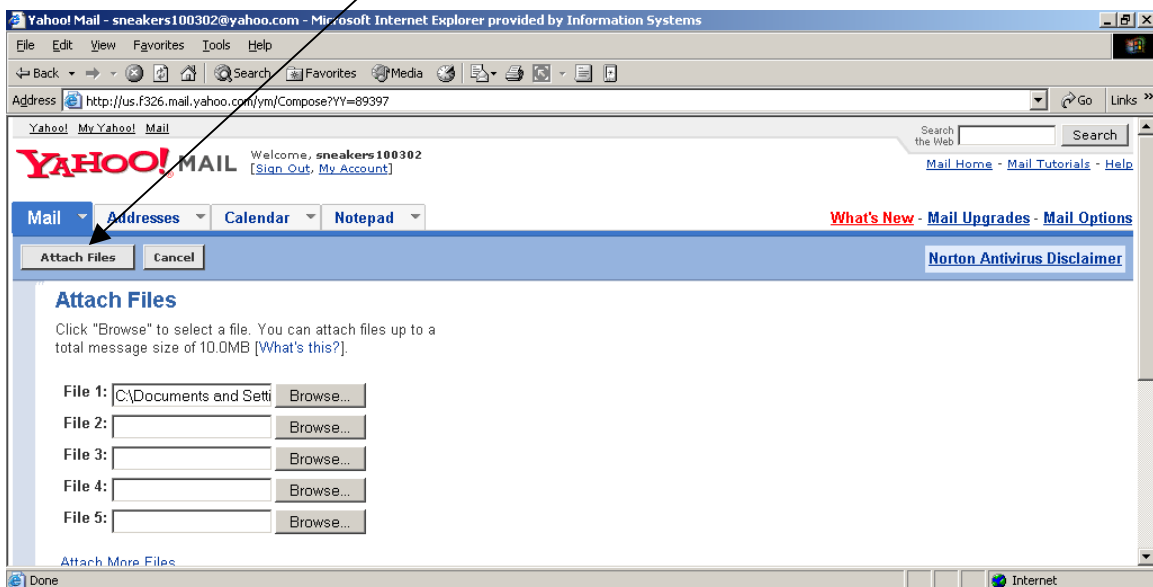


4. Click the “Browse” button.

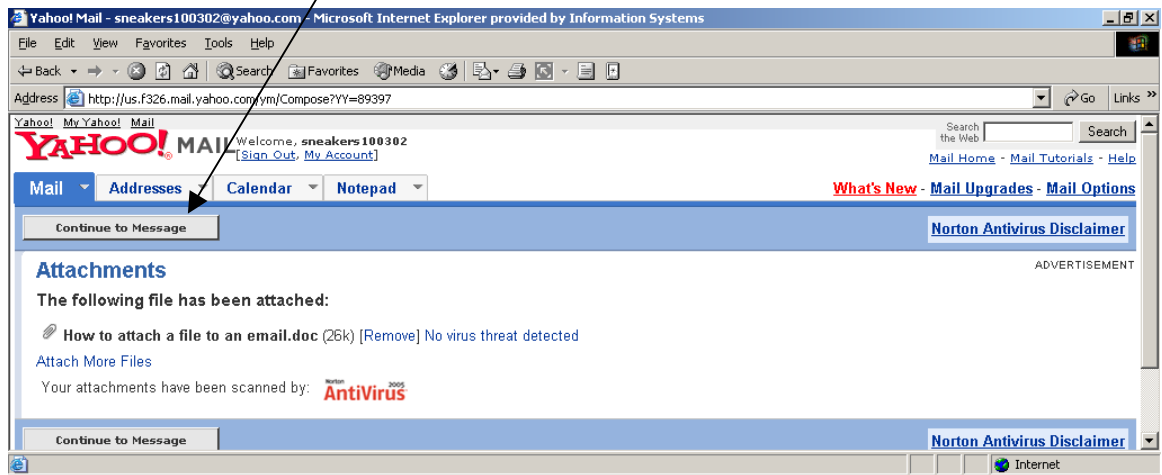


5. Locate the file where you saved it. Select it and click the “Open” button.

6. Click the “Attach Files” button



7. Click the “Continue to Message” button.



8. Continue composing your email and send it. Note that the attached file(s) displays below the Subject field to confirm that it is attached.

